

24 April 1956

BUDGET - 23
 FINANCE - 29
 FISCAL - 28
 PAS - 25
 TAS - 29
 MRD - 15

COMPTROLLER INSTRUCTION NO. 22

SUBJECT: Bonding of Agency Personnel

1. GENERAL

A position schedule bond was secured by the Agency, effective 16 February 1956, covering all employees who were as of that date covered under individual bonds, and the individual bonds were cancelled as of that date.

2. BOND COVERAGE

- a. The position schedule bond covers employees whose responsibilities include the custody, disbursement, and control of funds, and also those employees authorized to certify disbursements and/or requests for funds for disbursements.
- b. The positions covered by the position schedule bond are as follows:
 - (1) Agent Cashiers - Employees of the Central Intelligence Agency, designated by the Secretary of the Treasury or his designee, to receive and disburse monies of the Central Intelligence Agency in accordance with law and regulations.
 - (2) Area Disbursing Officers and Assistant Area Disbursing Officers - Employees of the Central Intelligence Agency, designated by the Secretary of the Treasury or his designee, or by the Director of Central Intelligence or his designee, to disburse monies in accordance with law and regulations and to perform such other duties and delegate such authority as may be required in order to effect the faithful performance of the duties of the position.
 - (3) Imprest Fund Cashiers - Employees of the Central Intelligence Agency, designated by the Secretary of the Treasury or his designee, or by the Director of Central Intelligence or his designee, for the purpose of making immediate cash payments of comparatively small amounts to cover authorized purchases.

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- (4) Certifying Officers - Employees of the Central Intelligence Agency, designated by the Director of Central Intelligence or his designee, to act in the capacity of authorized certifying officer for the purpose of certifying vouchers for payment by employees authorized to disburse monies. Certifying Officers are responsible for the correctness and legality of the payment under the appropriation or fund involved, and correctness of the computation therein.
- c. Operations and other administrative personnel who may be handling funds are not included in the bond at present; however, a further study is being undertaken by the "Bond Committee" to determine if other categories of employees should be brought under the coverage of the new bond.
3. **RESPONSIBILITIES**
 - a. Chiefs of Finance and Fiscal Divisions
 - (1) It shall be the responsibility of the Chiefs of the Finance and Fiscal Divisions to immediately advise the Administrative Officer, Immediate Office of the Comptroller, of all actions designating employees to perform in bonded positions or rescissions thereto. With respect to designation of certifying officers, a copy of Form 351-Request for Appointment of Certifying Officer-shall serve as the medium of advice, while for other designations the advice shall be in the form of a memorandum. Complete information shall be furnished as to location, name of employee, effective date of designation or rescission, and any other pertinent data.
 - (2) It shall be the responsibility of the Chiefs of the Finance and Fiscal Divisions, in the event of any circumstances that may develop requiring the filing of a claim under the position schedule bond, to promptly forward to the Administrative Officer, Immediate Office of the Comptroller, a memorandum outlining fully the circumstances relative to the matter.
 - b. Administrative Officer, Immediate Office of the Comptroller
 - (1) It shall be the responsibility of the Administrative Officer, Immediate Office of the Comptroller, to maintain records of positions covered by the position schedule bond, including, by location, the names of incumbents in the positions, operating titles, amount of bond, dates of designation of responsibility and rescission of same and other pertinent data. Form No. 932 (1 March 1956)-Bond Coverage Record-has been developed for this purpose. Records pertaining to bonding activities previously

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maintained by the Finance and Fiscal Divisions shall be screened to determine those records that may be required to be retained for current record purposes.

- (2) Based on the information received from the Finance and Fiscal Divisions concerning incumbents in the bonded positions, it shall be the responsibility of the Administrative Officer to determine semi-annually (August-February) the amount of adjustment of bond premiums that is necessary in accordance with Section 8 of the position schedule bond.
 - (3) With respect to claims that may arise under the position schedule bond, the Administrative Officer shall collect all the factual data and information relating to the matter, and in collaboration with the representative of the Office of the General Counsel designated to handle claims against the bond, shall take appropriate action in accordance with the provisions of the bond.
4. ADVICE TO THE TREASURY DEPARTMENT CONCERNING BONDED DESIGNEES -
VOUCHERED FUNDS ACTIVITIES

The memoranda submitted to the Treasury Department requesting designation of employees as Agent Cashiers and Imprest Fund Cashiers shall include the certification that the individuals are covered by the position schedule bond. Signature cards for certifying officers (SF No. 210) shall likewise include the bond data.


E. R. SAUNDERS
Comptroller

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